

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
REGIONAL COUNCIL EXECUTIVE COMMITTEE MEETING
August 19, 2002
MAG Offices
302 North 1st Avenue, Phoenix, Arizona

MEMBERS ATTENDING

Mayor Wendy Feldman-Kerr Queen Creek,
Chairman
Mayor Joan Shafer Surprise, Vice Chairman
Mayor Keno Hawker, Mesa

Mayor Bill Arnold, Goodyear
* Mayor Roy Delgado, El Mirage
Mayor Mary Manross, Scottsdale
* Mayor Skip Rimsza, Phoenix

* Not present

1. Call to Order

The Executive Committee meeting was called to order by Chairman Wendy Feldman-Kerr at 12:08 p.m.

2. Approval of the July 22, and July 24, 2002 Executive Committee Meeting Minutes

Mayor Joan Shafer moved to approve the minutes of the July 22, and July 24, 2002 Executive Committee meeting. Mayor Mary Manross seconded, and the motion carried unanimously.

3. Executive Director Recruitment

Chairman Feldman-Kerr stated that Christine Lowery, the Human Resources Director in El Mirage, was assisting the Committee on the recruitment. Ms. Lowery had forwarded to the Executive Committee the information on all the recruitment firms that had responded. Ms. Lowery stated that she had put together a summary of all four proposals received that included fees, services provided, and level of experience.

Chairman Feldman-Kerr stated that she had invited Terry Ellis, City Manager, Peoria, and Chairman of the MAG Management Committee, to assist in the search process. Chairman Feldman-Kerr stated that choosing the recruitment firm, discussing the involvement of the Management Committee, reviewing the outline of the selection process, and the time line would be accomplished at this meeting. She asked if there were additional items that should be considered. None were noted.

Mayor Shafer stated that the City of Surprise hired Oldani to perform the city's search for the Chief of Police and they were satisfied with the thorough job done by the firm.

Chairman Feldman-Kerr stated that although all are top firms, she placed Shannon and Associates at the top.

Mayor Manross asked why Oldani was half the cost of the other firms. Ms. Lowery replied that they had included the price for a partial recruitment. She noted that Shannon and Maximus had also provided other options. Chairman Feldman-Kerr stated that it was helpful to see the prices for full and partial recruitments. Mayor Manross asked if the Committee would identify if a full or partial recruitment was needed. Chairman Feldman-Kerr stated that the Committee would decide the firm, then if a full or partial recruitment was warranted.

Mayor Bill Arnold asked for further information on The Oldani Group. Mayor Shafer stated that her city had used that firm for recruiting their police chief. For recruitment of their City Manager, her city had gone local and were able to hire a good manager.

Chairman Feldman-Kerr stated that she had discussed the firms with a couple of Management Committee members and Intergovernmental Representatives to get a feel whom they would be comfortable with. She related that most often, they indicated Shannon and Bob Murray.

Mayor Keno Hawker stated that although his mail had been delayed, during the time he had for review, he had a positive impression of Shannon and Maximus. He noted concern with Oldani because they indicated a knowledge in the field of public safety. Mayor Hawker stated that he supported the selection of Shannon.

Mayor Manross stated that Shannon had brought them their City Manager, and has been helpful in other recruitments. She noted that they are very professional. Mayor Manross stated that in her experience with Maximus, she has been extremely impressed. She stated that she had no experience with Murray. Mayor Manross stated that she has heard good reports on Oldani, but their proposal was not as detailed.

Ms. Lowery stated that Maximus and Shannon were at the top of her list. She stated that Shannon is an excellent firm and very professional. Ms. Lowery mentioned that John Shannon's would be an integral part if Shannon were selected. Ms. Lowery stated that Maximus has extensive experience with Executive Director recruitments. She commented that the error on Oldani's proposal concerned her and indicated a lack of thoroughness. Ms. Lowery mentioned that Shannon is conducting a number of recruitments in the MAG area and this could be a cost savings if meetings were combined. She stated that she had not had the opportunity for a reference check on Bob Murray and had no personal experience with them.

Terry Ellis stated that all are top firms. He stated that he is not familiar with DMG-Maximus, but has worked with Shannon and Oldani over the past 17 years. He noted that the Shannon firm knows the Valley and has worked with Gilbert, Scottsdale, and Peoria. Mr. Ellis stated that John Shannon works well with elected officials. He stated that Oldani tends to take on a lot of work. Mr. Ellis stated that Murray is good, but he is not familiar with Mr. Murray because he is from California. Mr. Ellis stated that he thought the top two firms were Shannon and Murray.

Mayor Arnold moved to select Shannon and Associates as the executive search firm. Mayor Hawker seconded, and the motion carried unanimously.

Chairman Feldman-Kerr stated that the Committee had selected Shannon and Associates and that the involvement of John Shannon needed to be ensured. She stated that the Executive Committee is responsible for selection of an Executive Director, but advisement would be helpful. Chairman Feldman-Kerr suggested establishment of a subcommittee of the Management Committee, that would include Mr. Ellis, Cynthia Seelhammer, Queen Creek; Mike Hutchinson, Mesa; and Frank Fairbanks, Phoenix, as advisors to the Committee. She mentioned that all have accepted, except for Mr. Fairbanks, who probably would accept. Chairman Feldman-Kerr stated that she wanted to keep the group small, but did want to exclude anyone.

Mayor Hawker asked what their role would be. Why not blend managers with the elected officials? Chairman Feldman-Kerr provided a handout of the outline for a draft process for the search. She reviewed the steps: 1) Select Search Firm; 2) Executive Committee and Management Subcommittee meet with Search Consultant; 3) Search Firm to Place Ads; 4) Screen Applicants; 5) Conduct Interviews; 6) Background/Reference Checks by Search Firm; 7) Job Offers and Contract Negotiations; 8) Final Regional Council Confirmation of New Executive Director. Chairman Feldman-Kerr stated that if the Committee so desires, the Management Subcommittee would continue to work with the Committee on the search. Chairman Feldman-Kerr pointed out that items two through four would be undertaken by the Subcommittee and the consultant. She stated that the idea was to have the Subcommittee assist the consultant in reviewing the resumes.

Mayor Manross stated that number seven was a critical area and it was beneficial that Shannon would be the firm undertaking the task. She commented that their job will be to understand the needs of MAG and the candidate and be our negotiator. Mayor Manross stated that it behooves us to utilize Mr. Shannon fully. Mr. Ellis stated that someone is needed who can speak for us.

Mayor Arnold asked about the surveys. He commented that the Committee could meet to work out the criteria. Chairman Feldman-Kerr stated that would be covered under item number two. The Committee will discuss expectations with the consultant and designate a lead person.

Mayor Shafer commented on allowing the entire Regional Council to have a say in what they expect and what they are willing to offer. Mr. Ellis stated that what would be offered would be similar to that offered to a city manager. Chairman Feldman-Kerr commented on the Regional Council say what strengths/weaknesses in this person, but to stay away from the contract negotiations. She stated that the ICMA contract model was discussed as a jumping off point, with modifications, but has not been agreed to. Mayor Feldman-Kerr noted that the contract does not contain a termination clause, even in the case of a criminal indictment. Fredda Bisman, MAG Counsel, stated that she was working on a draft employment agreement, which will be given to the consultant.

Discussion took place about what the applicants would need to know up front about benefits and salary. Mr. Ellis stated that dependent on qualifications would be a good alternative. He noted that for a premier position such as this, it is assumed that there will be benefits. Mayor Arnold inquired

about receiving a copy of the ICMA contract. It was mentioned that MAG Counsel or city managers would have a copy.

Chairman Feldman-Kerr requested that Ms. Bisman show where she makes modifications to the ICMA contract.

Chairman Feldman-Kerr stated that the Committee would discuss whether the search would be a full or partial search. Mr. Ellis commented that the process outlined indicated a full search, estimated at \$18,000 to \$28,000. He mentioned that the telephone interviews as noted in item number four, bullet two, would result in a huge cost savings. Mr. Ellis stated that another \$5,000 could be added to the total if interviews were to be done in person.

Chairman Feldman-Kerr stated that the Committee will contact Shannon and Associates with the Committee's decision to select them, that the Committee wants John Shannon to be the lead in the search, provide them with the time line and ask them what needs to be adjusted to stick to the time line. She mentioned that the September 27th deadline for resumes was predicated upon when the ads could be placed. Chairman Feldman-Kerr stated that the time line conveys that we want to move quickly. She mentioned to Ms. Lowery that her continued participation would be welcome. Ms. Lowery indicated that she would be privileged to assist if the Committee so desired. Chairman Feldman-Kerr gave direction to Mr. Ellis to contact Shannon and Associates. Mayor Shafer mentioned him touching base with the Managers to let them know they are on the Subcommittee.

Mayor Arnold asked about the time line concluding in December. Chairman Feldman-Kerr stated that we would try to stay as close to that as possible, however, the end may be closer to February. Mr. Ellis confirmed that the process would probably be closer to four months. He stated that it is important to stress to the consultant that no steps be left out. Mr. Ellis mentioned that the holidays would also impact the time line. Chairman Feldman-Kerr stated that the Regional Council might ratify the selection at the January meeting.

Mayor Arnold commented on information being conveyed to the Regional Council by sending out an issue paper. Chairman Feldman-Kerr noted that Regional Council members are aware that a search would be conducted. She stated that Mayor Shafer would provide an update in September, when she chairs the Regional Council meeting.

Mr. Ellis stated that the reason for having a contract is to state who does what and gives specifics for termination. He asked for clarification of whether the survey of the Regional Council would be formal or informal? Mayor Hawker commented that a survey would be unnecessary and an update would be sufficient. Chairman Feldman-Kerr commented that the Regional Council could be told to convey any concerns, suggestions, or comments they might have. Mayor Hawker stated that they could also sit in. Mayor Shafer stated that some members felt disenfranchised during the last search. She commented that members like to feel that someone cares what they think. Mayor Manross expressed that informal would be best. She noted that Regional Council should be encourage to contact the search committee if they have any important question or comments. Mayor Manross suggested including contact telephone numbers on the updates for ease in contacting members.

Mayor Shafer stated that the Management Subcommittee's input is important in this process. She stated that she trusted their judgment. Chairman Feldman-Kerr stated that the Subcommittee would communicate with the other Management Committee members. It was noted that Mr. Ellis and the Management Subcommittee would work with Shannon and Associates, followed by a meeting between the Executive Committee and the consultant. Mr. Ellis expressed his thanks to Ms. Lowery for a job well done. Chairman Feldman-Kerr expressed her appreciation to Ms. Lowery for her efforts. She stated that the Executive Committee may meet with the Management Subcommittee prior to the meeting with Shannon and Associates.

There being no further business, Mayor Manross moved to adjourn the meeting. Mayor Hawker seconded, and the meeting was adjourned at 12:48 p.m.

Chairman

Secretary